

Vacancy Announcement Number 10-0001

Position: Deputy Local Guard Force Coordinator

Open to: Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

Opening Date: December 2, 2009

Closing Date: January 2, 2010

Work Hours: Full-time, 40 hrs/wk

Position Grade: Ordinarily Resident (OR): FSN-8 (RUR 595,762 p.a.)
AEFM/MOH/NOR: FP-6 (\$37,828 p.a.)

ALL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS (TEMPORARY OR PERMANENT) TO BE ELIGIBLE FOR CONSIDERATION. NON-RESIDENT APPLICANTS MUST PROVIDE DOCUMENTATION WITH THEIR APPLICATION THAT DEMONSTRATES THAT THEY HAVE THE RIGHT TO LIVE AND WORK IN THE RUSSIAN FEDERATION.

The U.S. Embassy in Moscow is seeking an individual for the position of Deputy Local Guard Force (LGF) Coordinator.

BASIC FUNCTION OF THE POSITION

The Deputy Coordinator directly supervises 16 local guard personnel and oversees use of the access control database and other associated records, 12 Access Guards, 2 Security Assistants and 2 Supply Clerks as well as supervises the 4 man Ambassador's Protective Detail. Under the supervision of the LGF Coordinator, the Deputy Coordinator provides substantial work guidance to all areas of the 160+ person Local Guard Force.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. High School Graduate or higher is required.
2. 1 year prior general work experience as well as 2 years of security experience with progressive levels of responsibility is required.
3. Level IV (fluent) speaking English is required (will be tested) and Level II speaking Russian (continued Russian language training).
4. Must have a thorough knowledge of screening procedures, emergency react procedures, access control, access levels and badge classifications, chain-of-command.
5. Ability to instruct guards and display solid leadership while adjusting to quickly shifting priority under stressful circumstances is required.
6. Familiarity with MS Office computer programs is required.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates **address the required qualifications** above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and visa status in determining successful candidacy.
2. Currently employed US Citizen EFMs, who hold a FMA appointment, and currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
3. Must be able to obtain and hold a Secret security clearance.

4. AEFMs and FM/MOHs on the travel orders of a Foreign Service, Civil Service, or Military Officer permanently assigned to post and under Chief of Mission authority are not required to obtain work permits or visas for employment within a U.S. Foreign Service post in Russia.

TO APPLY

Interested candidates for this position should submit the following documents in English, noting the position applying for:

- A. Application for Federal Employment (SF-171 or OF-612); or
- B. A current resume that addresses the qualifications for skills and abilities. In order to be considered, applicants must submit a narrative statement on a separate page with specific responses to each of the required qualifications in this announcement.
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- D. Documentation (essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: **Human Resources Office**
Fax: (7495) 728-5105 Email: Moscowhr@state.gov
Preferred way of sending resumes is on-line.

POINT OF CONTACT: **Sue Triola, HR Assistant – triolas@state.gov – 728-5000 x5818**

DEFINITIONS

1. **AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:**
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 2, 2010

The US Mission in Russia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Vacancy Announcement approved by Senior Human Resources Officer: _____